

**FINANCE**  
**June 19, 2019**

- Call to order**           The meeting was called to order by Board Chairman Tom Cornford in the absence of Supervisor Duane Rogers at 9:00 a.m. Committee members present were Geri Kozelka, Wayne Jerrett, Gerry Krachey and Greg Russell. County Clerk Janet Geisler was also present.
- Verify posting**        The meeting was verified as being properly posted.
- App of Minutes**        Krachey moved, Kozelka seconded to approve the minutes of the three previous meetings. The motion carried with no negative votes cast.
- App of Bills**           Krachey moved, Russell seconded to set aside the request from Driftless Development for \$70,000. The motion carried with no negative votes cast.
- Jerrett moved, Russell seconded to approve the remaining bills. The motion carried with no negative votes cast.
- Loans**                   Dale Klemme appeared regarding the CDBG program which is a program for home owners to make repairs to their home. He advised of a property in Steuben that had improvements made and then was foreclosed on by Marine Credit in 2014. The foreclosure meant that the money which had been loaned was lost. In 2016 the auditors for the County advised that the loan cannot be written off the County's books unless the County goes on record to take the loan off. The amount of the loan was \$20,650.
- Krachey moved, Jerrett seconded to approve writing the loan off of the County books. The motion carried with no negative votes cast.
- Hazmat contract**       Jim Hackett, Emergency Government Coordinator, appeared before the committee regarding a hazmat contract which includes Vernon, Crawford, Grant and Iowa. The contract has been through the LEPC committee and it is their recommendation that the County approve the contract. The contract is for two years. Jim explained the billing process for the clean up of a hazmat situation. If the spiller cannot be found, then the bill comes back to the County. A recent bill was sent to the City but they were in default on it so it will still come back to the County for payment. The bill was outstanding for over two years.
- The LEPC Committee had considered going with the Grant County hazmat team who would never charge a fee but the LEPC Committee recommended staying with Vernon County because of the long lasting relationship we have had with them. The

committee approved signing the contract however, Corporation Counsel needs to review the contract.

Krachey moved, Jerrett seconded to have Corporation Counsel review the contract first and if the contract is cleared to sign then the County will move ahead with signing the contract. The motion carried with no negative votes cast.

### **Dispatch updates**

Julie Cipra, 911 Coordinator appeared and distributed a spread sheet which details what has been spent so far for dispatch updates and what costs are still pending. Julie explained all of the projects that need to be completed by the end of this year. The City has not been billed for any of the costs because she was told not to bill them while the County tries to work out issues with the contract with the City and the Law Enforcement Building. To date the City owes \$112,000. There is a pending amount of \$67,000 with the total owed of \$179,000 due by the end of the year. There have been grant dollars that are available towards a new 911 system which is why Julie is not moving forward with the new system yet.

Krachey moved, Jerrett seconded to authorize billing the City for the amount currently owed of \$112,000. The motion carried with no negative votes cast.

### **Laptop**

Nancy Dowling, Register in Probate, appeared to request permission to purchase a laptop for the new Juvenile Court Worker. Several proposals were presented.

Krachey moved, Russell seconded to approve the purchase of a laptop with the funds to come from the Register in Probate's budget. The motion carried with no negative votes cast.

### **MOU**

Craig Saxe, Area Extension Director, came before the committee regarding a proposed Memorandum of Understanding between the County and Driftless Development regarding hiring for the position of Community Development Educator in the Extension Office. The State cut back on funding for this position which is when Driftless Development agreed to cover 50% of the salary and fringes for this position. Crawford County would cover 25% and the State would cover the other 25%. Corporation Counsel was contacted to put together a MOU regarding the billing process. The State will bill the County. The County would then bill Driftless Development the Corporation Counsel will be preparing a final MOU for July 1 through December 31, 2019. The contract after that will be for January through December, 2020 and after that the contracts will be on a yearly basis. The breakdown on costs will be approximately 40% for Driftless Development and 20% for the County. The County has the 20% in the budget for 2019. The County does not need to take any action in this matter.

**Salaries**

Wayne Jerrett addressed the committee regarding the position of Fair Financial Advisor. A person was interviewed for the position. The salary for this position is \$8,700 however this person wants a salary of at least \$15,000. In order to be fair, Wayne said that both positions, Fair Coordinator and Fair Advisor, should be making \$15,000.

After much discussion, Treasurer Deanne Lutz offered to take on the responsibility of the Financial Coordinator if the person that was interviewed declines the position but for this year only.

**Dept reports**

Donna Steger, Child Support Administrator, appeared before the committee. She advised of changes in IRS regulations which will now require all of her staff to be fingerprinted and have background checks. The State will cover the first year of costs involved with this and the County will have to pay for any costs after that. The cost is \$35 per person. If an employee is hired after October, 2018 we need to verify that they are a U.S citizen or that they are legally eligible to work in the U.S. Once the results of the backgrounds checks are received, someone needs to read that information. Donna had talked to Dan McWilliams who agreed to do this. The committee felt that the new Human Resources person should be the person to read the background checks.

Donna also advised that according to the IRS, there must be two barriers in her department because of anything to do with Federal tax information. This means either locked file cabinets or a locked room. The State will be coming in August so Donna will know more after that if anything else needs to be done to satisfy the State.

Also for any new employees hired, the job description must be revised to state that they have to be fingerprinted and have a background check.

**Next Meeting**

July 17, 2019 at 9:00 a.m.

**Adjournment**

Krachey moved, Kozelka seconded to adjourn the meeting. The motion carried with no negative votes cast and the meeting adjourned at 10:25 a.m.

**Janet Geisler, County Clerk**